

DRAFT MINUTES

TALBOT COUNTY HISTORIC PRESERVATION COMMISSION MONTHLY MEETING

May 4, 2015

I. ROLL CALL

The regular monthly meeting of the Talbot County Historic Preservation Commission was called to order at 2:00 PM on Monday, May 4, 2014. Those members in attendance were Mr. Ward Bucher, Chair; Mrs. Marsha Kacher, Mr. Robert Amdur, Mr. Ron Mitchell, Mr. Robert Mueller and Ms. Cynthia Schmidt. Representing the County was Mr. Jeremy Rothwell and Mr. Daniel Brandewie.

II. CURRENT BUSINESS

- A. REVIEW MINUTES OF THE May 4th, 2015 MEETING - The minutes of the meeting on May 4th were reviewed. Mr. Daniel Brandewie pointed out a typo on the second sentence of the second page; to strike "a." Mr. Ronald Mitchell moved to approve the minutes as amended, and the motion was seconded by Ms. Marsha Kacher and unanimously carried.
- B. RFP FOR SURVEY OF HOUSES OF WORSHIP AND PUBLIC BUILDINGS – Mr. Jeremy Rothwell made a brief presentation on the draft RFP for the survey of historic resources in the Villages of Cordova, Skipton, and Bruceville. Mr. Rothwell explained that he spoke with the County Manager's Office, and that he followed the County's basic template for an RFP, and that the County Manager would be responsible for approving both the final RFP and the selected vendor. A discussion ensued by HPC members on suggested changes and edits to the draft RFP. Ms. Marsha Kacher pointed out four typos in the draft RFP to be corrected. Mr. Ward Bucher recommended that staff put in the Scope of Work a summary of the number structures in each village to be surveyed. Mr. Bucher also recommended that the RFP only ask the potential vendor for a bid to survey all fourteen (14) churches, schools, public and commercial buildings in the three villages; and a per structure bid to survey each building separately. Mr. Bucher questioned whether the RFP should include the \$4,500 available in the HPC budget for the survey work. Mr. Robert Amdur and Mr. Ronald Mitchell both recommended against including the amount of funding available in the formal RFP. Mr. Ronald Mitchell made a motion to approve the RFP with the before-mentioned amendments, and to delegate Mr. Ward Bucher to approve the final edits of the RFP. The motion was seconded by Ms. Cynthia Schmidt and carried unanimously by the TCHPC. Mr. Ward Bucher next asked what the criteria should be to select the potential vendor? Mr. Jeremy Rothwell noted that he would work with Mr. Ward Bucher to make the before-mentioned changes so that the RFP could be released by May 8th at the latest. Ms. Marsha Kacher and Mr. Ronald Mitchell recommended that the most qualified applicant be selected. Mr. Ward Bucher recommended that all vendors under consideration should meet the Professional Qualifications Standards as set forth in the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Preference should be given to those applicants with experience conducting survey work in Talbot County or on the Delmarva Peninsula. Once this has been established, Mr. Bucher recommended that the TCHPC select the

applicant with the lowest bid for the scope of work called for in the RFP. After discussion the TCHPC agreed on this methodology for the selection of a potential vendor.

- C. UPDATE ON THE MILLER'S HOUSE (T-70) – Mr. Ward Bucher explained that the Miller's House was recently sold to Robert and Stewart Wilson. As per the agreement with Maryland Historical Trust (MHT), the new owners are required to make an application for the property's inclusion into the Talbot County Historic Overlay District within 90 days of the date of the sale. We will keep it on the agenda as a discussion item for next month's TCHPC meeting. Mr. Ward Bucher noted that staff may need to send a reminder to the new property owners as that 90 day window comes to a close, if they have not yet made formal application.
- D. THE ANCHORAGE (T-52) SITE VISIT – Mr. Ward Bucher explained that a contingent of the TCHPC recently conducted a formal site visit and inspection at The Anchorage (T-52), owned by Mr. Robert Kemp. Mr. Ward Bucher noted that he will email the full site inspection report to the TCHPC members in the coming weeks for their review. Mr. Jeremy Rothwell noted that he will draft a thank-you letter and the mail the site inspection report to Mr. Kemp as soon as he receives it.

III. NEW BUSINESS

- A. HISTORIC PRESERVATION ORDINANCE AND INCENTIVES – Mr. Jeremy Rothwell gave a brief update on the review of the draft Comprehensive Plan Update by the Talbot County Council. He explained that the Council is still in the process of holding sessions to review each of the chapters, and will likely not begin formal public hearings until sometime in July. Mr. Jeremy Rothwell reiterated that the County Council had a number of questions regarding the types of historic preservation designations and programs available (at the federal, state and local level), and that he is still in the process of putting together a memorandum to the Council explaining the programs available and regional best practices in the field of historic preservation. Mr. Rothwell explained that once the Comprehensive Plan is formally adopted by the County Council, that the county will then embark on the process of rewriting and updating the County Code, to include the language in the historic preservation ordinance.

Mr. Daniel Brandewie passed out an informational worksheet to the HPC members, and gave a brief overview comparing the model historic preservation ordinance, as prepared by MHT, to the locally-adopted historic preservation ordinance in Talbot County. A discussion ensued by HPC members as to what changes can and should be recommended in the near and long-term future in regards to the Talbot County Historic Preservation Ordinance. Mr. Ronald Mitchell stated the county should offer more "carrots" and incentives to local landowners to participate and nominate their historic properties onto the Historic Overlay District. Mr. Mitchell explained that the county should offer either a tax credit for the rehabilitation of historic structures in the Historic Overlay District, or a yearly discount on a landowner's property tax bill for being in the Historic Overlay District. In addition, Mr. Mitchell stated that the county needs a better and clearer mechanism for the enforcement of the terms and restrictions for those properties in the Historic Overlay District. Mr. Ward Bucher recommended that the revised historic preservation ordinance include language specifically stipulating the right and prerogative of the TCHPC to inspect properties in the Historic Overlay District every two years. Ms. Marsha Kacher recommended that the TCHPC take the rewrite and

revision of the local historic ordinance on as a long-term project. Mr. Ward Bucher recommended that we dedicate our July meeting to discussing ways in which we can revise and improve the existing historic preservation ordinance. Mr. Ronald Mitchell recommended that each HPC member provide (and be prepared to discuss) at least two recommendations for improvement at the July meeting.

- B. NEW SITE VISIT - Mr. Robert Amdur noted he has scheduled a site visit to Crooked Intention (T-48) on Monday, May 18th at 3 pm. Mr. Robert Amdur noted that he will email a reminder and directions to members of the TCHPC at least a week prior to the site visit. Mr. Jeremy Rothwell noted that he will likewise email to all Commission members a copy of the last site inspection report for Crooked Intention the week prior to the site visit.
- C. ST. JOSEPH MISSION CHURCH (T-73) – Mr. Robert Mueller stated that neither he or Dorothy Fenwick have been able to make contact with Father Nash or other members of the church leadership to discuss the possibility of nominating the church and cemetery onto either (or both) the National Register of Historic Places or the local Historic Overlay District. He explained that he hopes to set up a meeting in the very near future.
- D. MARYLAND ASSOCIATION OF HISTORIC DISTRICT COMMISSION TRAINING – Mr. Jeremy Rothwell explained that as a certified local government, the TCHPC is entitled to \$1,000 worth of training expenses for HPC members. In the past, the TCHPC has used this grant to reimburse HPC members for attending conferences and other accredited historic preservation training. Alternatively, the TCHPC can partner with the Maryland Association of Historic District Commissions (MAHDC) to host on-site training for HPC members. Currently, the MAHDC offers six training sessions. Mr. Rothwell noted that the TCHPC must use the \$1,000 grant by the end of the 2015 Fiscal Year (June 30th). A discussion ensued as to what training session was most appropriate. Mr. Ron Mitchell recommended that “HPC 101 – Laws and Procedures” was most applicable given the interest of many HPC members in tackling the enforcement issues of those violations in the Historic Overlay District. He also recommended that we host the training on the third Monday afternoon in June, since this is the normal date and time of our site visits. Mr. Jeremy Rothwell noted that he would contact Ms. Melanie Lytle from MAHDC and make arrangements for HPC 101 Laws and Procedures to be taught on the afternoon of June 15th.

NEXT MEETING: The next meeting will be on Monday, June 1st 2015 at 3:00 pm in Conference Room One of the Talbot County Office Building at 215 Bay Street in Easton.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 3:15 pm.